

# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

**R.W. Bro. Vishal Bakshi**

Chairman, RGM's Council for

Growth and Excellence in Freemasonry,

RGLNI

# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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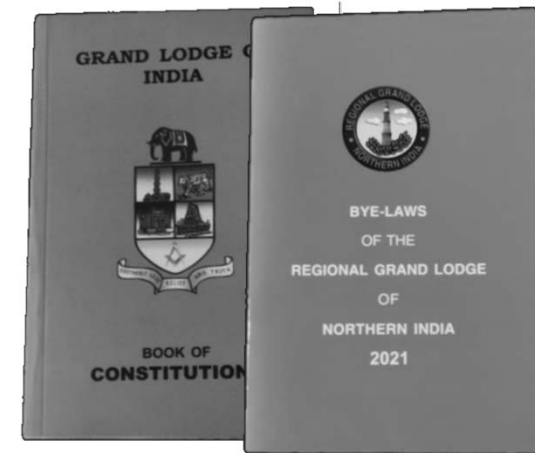
- ❖ Secretary of the Lodge is appointed by the Worshipful Master in the Installation Meeting.
- ❖ A Brother cannot be Secretary of more than 2 Lodges at the same time. No Brother can hold the office of Secretary for a continuous period of more than three years unless a Dispensation is granted by RW the Regional Grand Master, for one more year only.
- ❖ A Brother who has served the office of Secretary for three/four years continuously can be re-appointed Secretary after a gap of three years.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Secretary is responsible for all statutory compliances required by the various provisions of the Book of Constitutions of the Grand Lodge of India, Bye-laws of the Regional Grand Lodge of Northern India and Bye-laws of the Lodge. Secretary should be well versed with Rules of BoC (specially Rule 77 to 163 pertaining to Lodges), Bye-laws of the Regional Grand Lodge and bye-laws of the Lodge.
- ❖ Secretary is the conduit between the Lodge and the Regional Grand Lodge as well as the Grand Lodge.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Secretary must maintain a Register of subscribing members and enter in it all the particulars which are required to be mentioned in the half-yearly Return of the Lodge.
- ❖ Secretary should issue the Summons at least 10 days before the date of the Lodge meeting. In case of a preponed meeting, the Summons (after obtaining Dispensation) should be sent to members at least 10 days prior to the date of the meeting and in case of a postponed meeting and Emergent meeting, the Summons should be dispatched at least 7 days in advance.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Agenda items such as passing of financial accounts, voting for GLI/ RGL boards, presentation of certificates, patents of appointments, election of WM / Treasurer / Tyler, confirmation of minutes of meetings, adoption of minutes of Lodge Committee meetings, proposals for initiation/joining and their balloting, birthday greetings can be taken up in Regular Meetings only.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Summons of Lodge meetings should be sent to RGM, Dy. RGM, President of Regional Board of General Purposes, Lodge-in-charge and Regional Grand Secretary; at Grand Lodge level to MW the Grand Master, Dy. GM, AGM, President of Board of General Purposes and to Grand Secretary. Summons should also be sent to Honorary Members of the Lodge.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ A Candidate for initiation/joining/re-joining can be proposed and seconded at a Regular Meeting only. He must be balloted at the next regular meeting. If the Ballot is not taken at the next Regular Meeting, the proposal shall lapse.
- ❖ If a Candidate is not initiated within one year after the Ballot, the ballot taken shall become void.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ The particulars of the candidate for initiation / joining / rejoining as well as the proposer and seconder should be entered in the printed form that can be obtained from the Regional Grand Lodge office. The candidate, proposer and seconder must sign the form at relevant places in the Form.
- ❖ The proposal of a candidate for initiation / joining / rejoining shall be considered by the appropriate Committee of the Lodge, and if there is no such Committee, by the Master and read in open Lodge immediately before the Ballot is taken.

The image shows a complex printed form for lodge membership applications. It is divided into several sections with various fields for text entry, checkboxes, and signature lines. The form includes sections for candidate information, proposer and seconder details, lodge information, and a section for the committee's decision. There are also fields for dates and a section for the lodge secretary's signature. The form is titled 'MEMBERSHIP APPLICATION' and includes a logo of a lodge at the bottom center.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Two-thirds of the members present in the Lodge must approve the Ballot for a candidate to be made a member of the Lodge.
- ❖ After the Candidate has been balloted favourably, the application form shall be signed by the Worshipful Master and Secretary. The Secretary must send two copies of the Form to the Regional Grand Secretary, one for the records of the Regional Grand Lodge and one for the Grand Lodge.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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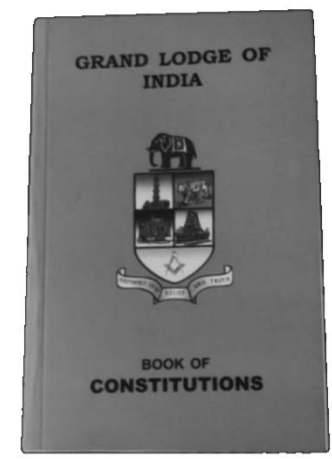
- ❖ The Summons for the Lodge meeting in which the Ballot is to be taken for initiation of a Candidate must specify the Name, Date of Birth, Profession / Occupation, Residential Address, Business Address (if any), Name of the Proposer and Seconder, Date of Candidate's proposal in the open Lodge.
- ❖ In case of a candidate for joining/rejoining, the same particular as above together with the name of number of Lodge/Lodges of which he is and has been a member shall be specified in the Summons of the Lodge meeting in which the Ballot is to take place.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Every candidate, before his initiation, must sign a declaration as described in Rule 137 of the Book of Constitutions.
- ❖ Every Candidate shall be given a Book of Constitutions after his Initiation and his acceptance thereof shall be deemed a declaration of his submission to the contents of BoC.
- ❖ In case of joining/rejoining, before the Ballot is taken the candidate must submit to the Secretary a certificate of good standing from each of the other Lodges of which he is a member. A certificate is also required from Lodges of which he has ceased to be a member.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Joining members from other Jurisdictions: In case a Brother who has been initiated in a Lodge not under the Grand Lodge of India wishes to join our Lodge, Secretary of the Lodge shall, before the Ballot is taken, apply to Regional Grand Secretary to ascertain that the Grand Lodge under which the Brother was initiated is recognised by the Grand Lodge. Such joining member is also required to give a declaration as described in Rule 138(ii) of BoC.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Application for the Grand Lodge Certificate (commonly known as Master Mason's certificate) can be made only by the daughter Lodge in which the Brother was initiated.
- ❖ The Grand Lodge certificate should be presented to the Brother in open Lodge and the fact entered in the Minutes of the Lodge meeting. In case where this is not possible, the Certificate should be sent to him by registered post/speed-post and the Secretary shall report the fact at the next regular meeting of the Lodge and record it in the Minutes.

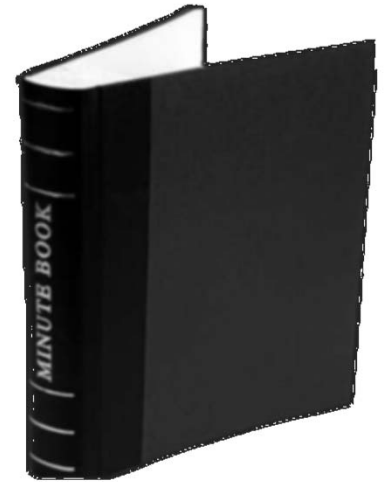


# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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## Minutes Book:

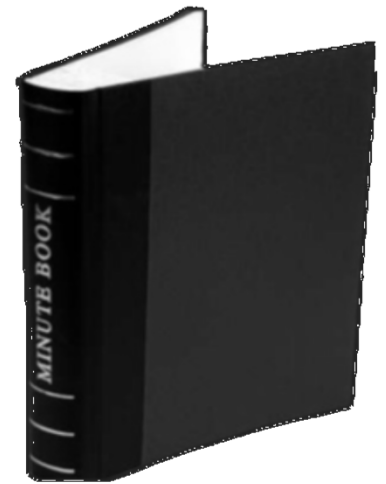
- ❖ Names of Brethren initiated, passed and raised with dates of their proposal, initiation, passing, raising or joining together with the age, address, title and profession/occupation should be entered in the Minutes Book.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Names of all members present at each meeting of the Lodge and of all visiting Brethren, with the names and number of the Lodges and their Masonic Ranks must be entered in the Minutes Book as well as all the proceedings/business transacted. Minutes of each meeting shall be read and submitted for confirmation at the next regular meeting & Worshipful Master and Secretary should sign the Minutes after confirmation in the open Lodge.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

- ❖ Secretary must submit the Half-Yearly Return of the Lodge to the Grand Lodge of India within three months after 30th June and 31st December, together with a list of all subscribing members; name of every member who during the half-year was initiated, passed or raised in or for the Lodge; date of every such ceremony.

Copy for Lodge Record

**COMBINED HALF YEARLY RETURN OF MEMBERSHIP OF GLIRGL**  
**HALF YEAR ENDING 30th JUNE / 31st DECEMBER**

LODGE NO. \_\_\_\_\_ REGION \_\_\_\_\_

DETAILS OF SUBSCRIBING MEMBERS	No.	DUES PAYABLE			
		GL DUES	REG. DUES	AMOUNT	AMOUNT
1. Total number of Members on 30th June / 31st December (Col. 1) (See 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100)					
2. Add number initiated during half year (Details in Col. 10)					
3. Add or Subtract (as appropriate) during half year from a Lodge other than G.L.I.					
4. Dues payable for all the above members	Total	2000			
5. Add Registration Fee (paid for 2 above)		2000			
6. Add Registration Fee (paid for 3) (See above)		2000			
<b>Additional Payments</b>					
7. Balance from G.L.I. (GL)		4000			
8. Balance from G.L.I. (GL)		3000			
9. Any other (specify details)					
10. Bank Commission for Collection (Specify)					
	Total				

**HALF YEARLY RETURN OF MEMBERS**

11. Total number of Members for whom the dues are being paid (See above)

12. Detail number of death, resignations, exclusions, cesses, deaths in new Members during the half year (Details in Col. 10)

13. TOTAL SUBSCRIBING MEMBERS (from 10th June / 31st December) to be carried forward to next return

Signature of Lodge Secretary with Date \_\_\_\_\_ Name & Address of Lodge Secretary in BLOCK CAPITALS \_\_\_\_\_

NOTE: PLEASE SEND DEMAND DRAFT / C.D.D. ACCOUNT NO. CHECKABLE OR NAME IN BLOCK CAPITALS TO GRAND LODGE OF INDIA, SHAKTI OF SHARADA, PARLIAMENT STREET, NEW DELHI - 110001. CURRENT A.C. NO. 13852000000000000000. P.S.C. - NEW DELHI (IN BLOCK CAPITALS) Phone No. 011-23319100 Page 1



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

- ❖ Name of every member who joined / rejoined with the date of joining / rejoining together with the name and number of every Lodge to which he then belonged. In case of new members, their age, address, title and professions/occupations should be provided. Provide details in the half-yearly Return of the dates of death, resignations/exclusions/cessations.

Copy for Lodge Record

**COMBINED HALF YEARLY RETURN OF MEMBERSHIP OF GLIRGL**  
**HALF YEAR ENDING 30th JUNE / 31st DECEMBER**

LODGE NO. \_\_\_\_\_ REGION \_\_\_\_\_

DETAILS OF SUBSCRIBING MEMBERS	No.	DUES PAYABLE			
		CU DUES	REG. DUES	AMOUNT	NO.
1. Total number of Members on 30th June / 31st December (Col. 1 & 2) (See para. 1)					
2. Add number initiated during half year (Details in Col. 10)					
3. Add or Subtract (as appropriate) during the half year from a Lodge other than this					
(a) Joined / Rejoined during the half year from other Lodges (Details in Col. 10)					
4. Dues payable for all the above members	Total	200			
5. Add Registration Fee (paid for 2 above)		200			
Registration Fee (paid for 3 (a) above)		200			
Registration Fee (paid for 3 (b) above)					
Additional Payments					
Interest on Loan (See Col. 10)		400			
By Ch. of not-Life Members		300			
Any other (specify details)					
State Commission for Collection Charge					
6. Total					
<b>HALF YEARLY RETURN OF MEMBERS</b>					
7. Total number of Members for whom the dues are being paid (See para. 4)					
8. Deduct number of death, resignations, exclusions, cessations, deaths or resignations during the half year (Details in Col. 10)					
9. TOTAL SUBSCRIBING MEMBERS on 30th June / 31st December (to be compared to next month)					

Signature of Lodge Secretary with Date \_\_\_\_\_ Name & Address of Lodge Secretary in BLOCK CAPITALS \_\_\_\_\_

NOTE: PLEASE SEND DEMAND DRAFT / C.B. ACCOUNT NO. CHECKES OR PAYEE AS NOTIFIED TO GENERAL LODGE OF PETA BANK OF BARCELONA, C/IBERIA, 40, 15012 BARCELONA, SPAIN. BANK OF BARCELONA (see instruction in 2nd) Phone No. 011-2231939

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# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

- ❖ Secretary must submit the Half-Yearly Return of the Lodge to the Regional Grand Lodge of Northern India within one month after 30th June and 31st December together with the all information that is submitted in the half-yearly Return to the Grand Lodge of India.
- ❖ Secretary should file the annual Installation Return immediately after the Installation of the Master (Rule 127 of BoC).

Copy for Lodge Record

**COMBINED HALF YEARLY RETURN OF MEMBERSHIP OF GLRGL**  
**HALF YEAR ENDING 30th JUNE / 31st DECEMBER**

LODGE NO \_\_\_\_\_ REGION \_\_\_\_\_

DETAILS OF SUBSCRIBING MEMBERS	No.	DUES PAYABLE			
		CLUB DUES	REG. DUES	EXCESS	AMOUNT
1. Total number of Members on 30th June / 31st December (Col. 1) (See Rule 127)					
2. Add number introduced during half year (Details in Col. 10)					
3. Add or subtract (as applicable) during the half year from a Lodge other than G.L.I.					
4. Dues payable for all the above members Total					
5. Add Registration Fee (per Reg. 2) above					
6. Registration Fee (per Reg. 3) (See above)					
<b>Additional Payments</b>					
Interest on Loan (See Rule 127)					
Rs. Or. (If not Nil)					
Any other (specify details)					
Bank Commission for Cashier/ Clerk					
Total					
<b>HALF YEARLY RETURN OF MEMBERS</b>					
7. Total number of Members for whom the dues are being paid (See above)					
8. Detail of number of death, resignations, expulsions, cesses, deaths in Reg. Members during the half year (Details in Col. 10)					
9. TOTAL SUBSCRIBING MEMBERS (See Rule 127, June / 31st December) (to be carried forward to next year)					

Signature of Lodge Secretary with Date \_\_\_\_\_ Name & Address of Lodge Secretary in BLOCK CAPITALS \_\_\_\_\_

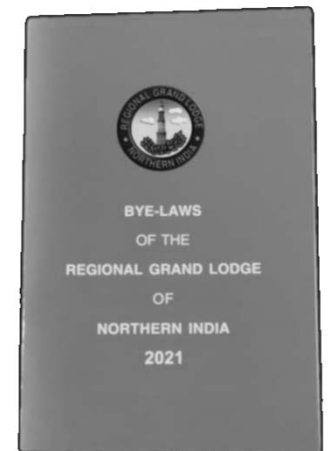
NOTE: PLEASE SEND DEMAND DRAFT / C.D.D. ACCOUNT NO. CHECKES OR NAME IN BLOCK CAPITALS TO GRAND LODGE OF NORTHERN INDIA, PARLIAMENTARY STREET, NEW DELHI - 110001. CURRENT A.C. NO. 128000000000. P.B.C. MEMBERSHIP LIST (see enclosure 4) Date) Phone No. 011-2331950

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# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ After any Amendment to Lodge bye-laws has been approved by the Lodge, the Secretary should immediately apply to the Regional Grand Secretary for the approval of RW the Regional Grand Master and MW the Grand Master.
- ❖ Secretary should have enough number of BoCs, Regional Grand Lodge bye-laws, Lodge bye-laws, Ritual books with him to be given to Candidates after Initiation/Passing/Raising. BoC, bye-laws of Regional Grand Lodge and Bye-laws of the Lodge are also presented to WM after his Installation in the Installation Meeting.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Bank Resolution for change of signatory should be kept ready by the Secretary before the Installation Meeting. The Secretary should list the item “To Pass the resolution for operation of bank account” in the Agenda of the Installation Meeting. The Resolution should be read out by the Secretary, and it is advisable that it is signed by the WM, Secretary and the Treasurer in the Installation Meeting



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ The annual accounts of the Lodge, duly audited and certified by the members of the Audit Committee, shall be circulated to Lodge members along with the Summons for the Meeting in which the accounts are to be considered. This meeting shall not be later than the third Regular Meeting after the date to which the account are made up.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ The annual accounts, duly audited and certified by the Audit Committee, along with details of each cash payment in excess of Rupees Ten Thousand shall be submitted to the Regional Grand Lodge and the Grand Lodge of India within four months of the end of the financial year of Lodge accounts. A Lodge may apply for a Dispensation from RW the Regional Grand Master for extension of this time frame.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Permanent Exclusion: A Lodge can permanently exclude a Brother only after following the procedure prescribed in Rule 156 of BoC
- ❖ The term 'Expelled' is only used when a Brother is removed from the Craft by the Grand Lodge. Upon removal of a Brother from a daughter Lodge, the term 'excluded' only is applicable.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Resignations: Resignation by a member should be sent in writing to the Secretary or orally in the Lodge meeting. Resignation shall take effect from the date on which Secretary receives the letter or the day when the member orally announced in the Lodge meeting. (Refer to Rule 158(a) for more details).
- ❖ No resignation shall be accepted if there are any financial dues pending from the member who has resigned.





# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ Conferment of degrees by request: A Lodge cannot conduct the Ceremony of Passing or Raising of a Brother who has been initiated in another Lodge except at the written request of the Worshipful Master and Secretary of the Lodge in which he was initiated. Whenever a Brother is Passed or Raised in such a manner, the Secretary of the Lodge which conducted the ceremony will write a letter to the Secretary of the Lodge to which the Brother belongs and to the Regional Grand Secretary informing of the same.



# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ As no Brother can wear Masonic regalia in a meeting, assembly or procession where non-Masons are present, the Lodge must apply for a Dispensation from MW the Grand Master in case it wants to hold a Open Session for the purpose of presentation of Long Term Service jewels, Centenary/Golden Jubilee celebrations meeting, memorial service or any other purpose where non-Masons will be present.

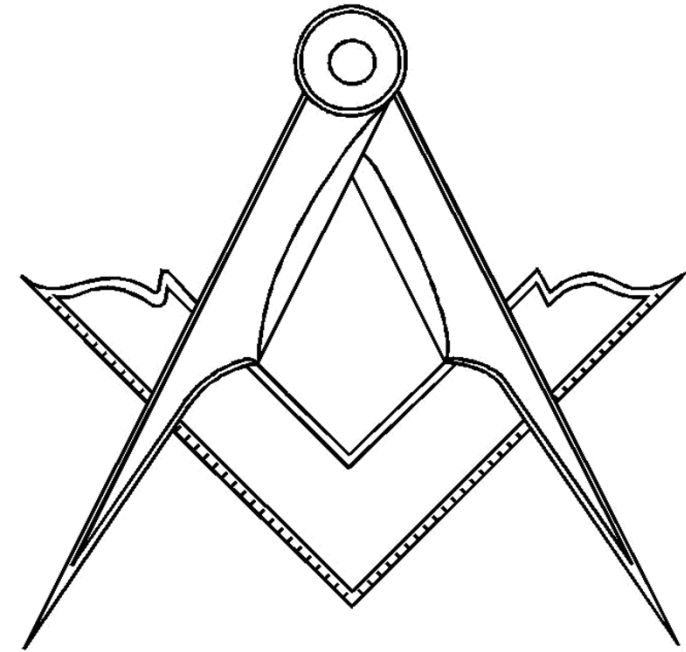


# DUTIES AND RESPONSIBILITIES OF LODGE SECRETARY

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- ❖ When a Lodge wishes to invite MW the Grand Master for 50/60 years LTS ceremony, Centenary / Golden Jubilee or any other occasion, the Secretary should first write to the Regional Grand Secretary to find out the date on which MW the Grand Master is available.





**THANK YOU VERY MUCH FOR  
YOUR TIME AND ATTENTION!**

**R.W. Bro. Vishal Bakshi**

Chairman, RGM's Council for

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